



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
SENIOR LAND USE PLANNER	38	B	6.711
LAND USE PLANNER	33	B	6.716

SERIES CONCEPT

Positions allocated to this class provide technical land use planning assistance to local governments by developing new land use planning documents, revising existing documents and developing model ordinances to be adopted by local governments and provides general land use planning information.

Incumbents develop new land use planning documents and revise existing plans by investigating various sources for base data, gathering public and local government input, analyzing data gathered and compiling results into appropriate format.

Incumbents determine plan boundaries; produce base maps; gather appropriate data; draft goals and objectives; conduct public workshops and hearings; develop the final plan; obtain approval by the local planning commission and submit model ordinances that can be adopted by local government where appropriate.

Incumbents provide assistance to local governments by responding to general land use planning questions regarding statutory requirements, comparisons of local governments, etc. Review existing land use planning documents to determine value and accuracy. Review proposed land development projects as to potential impact, compatibility or other criteria by investigating appropriate sources and providing advice to local, state or federal agencies.

Incumbents compile and maintain inventories of local government planning information in compliance with the State Land Use Planning Agency requirements and provide workshops or seminars at the request of local governments.

Incumbents review and comment on activities of federal agencies relating to the use and management of federal land in the state and provide information on such activities to other agencies, groups or individuals.

Incumbents provide information to local governments in relation to regulations regarding the use of federal lands that may affect land use planning by compiling and maintaining an inventory of federal land disposals. Updates land use plans and policies on federal lands by gathering data, preparing draft documents, holding public hearings and finalizing revised documents as requested by local governments.

Incumbents provide assistance to the State Land Use Advisory Council and the State Multiple Use Advisory Committee on Federal Lands by coordinating meetings and determining scheduled dates, site location, speakers, compiling distributing and posting agendas, agency reports, material and minutes of the meeting.

CLASS CONCEPTS

SENIOR LAND USE PLANNER

Under general direction, performs the full range of duties in the series concept and in addition, functions in the capacity of a section supervisor with responsibility for all land use planning functions of the division and supervises the work of lower level land use planners.

LAND USE PLANNER

Under general direction of the Senior Use Planner, at the journey level, performs the full range of duties in the series concept involving all phases of the land use planning process including providing assistance to local governments, developing new land use planning documents, revising existing documents, developing model ordinances and responding to general land use planning questions.

MINIMUM QUALIFICATIONS

SENIOR LAND USE PLANNER

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university with major course work in urban planning or related field and four years of related experience of which one year involved supervising the land use planning function of an agency including the work of lower level Land Use Planners; OR

II

Two years of experience at the Land Use Planner II level in Nevada State service; OR

III

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of state and federal requirements in the development of master plans and zoning requirements. Knowledge of the function and purpose of each section within the Division of State Lands and other State agencies to find needed information and to supervise the activities of the land use planning section.

Ability to supervise land use planning research, studies and projects on a statewide basis. Ability to develop comprehensive land use planning policies for use by local governments. Ability to supervise and direct critical land use planning issues involving environmentally sensitive areas.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of personnel management theories, principles and practices in the hiring, training, evaluation and discipline of subordinate staff. Basic knowledge of budgeting principles and practices.

Ability to assess staff development needs and performance. Ability to supervise the activities of subordinate staff including organizing work flow, establish objectives and meet scheduled deadlines. Ability to evaluate land use planning statutes and recommend changes in legislation.

In addition, all other knowledge, skills and abilities required at the lower level in this series.

LAND USE PLANNER

EDUCATION AND EXPERIENCE:

I

Graduation from an accredited college or university with major course work in urban planning or related field and three years of land use planning experience; OR

II

An equivalent combination of education and experience in which the applicant has demonstrated possession of the entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of the purpose and relationship of federal, state and local governmental and advisory bodies in the provision of services and the exercise of regulatory control. Knowledge of the economic, physical, geographical and demographic characteristics of local communities in Nevada. Knowledge of NRS 278 regarding state planning and zoning regulations. Knowledge of NRS 321.640 through 321.770 regarding state land use planning agency. Basic knowledge of federal regulations pertaining to the use, acquisition and disposition and management of federal land. General knowledge of geographic mapping systems.

Ability to respond to land use planning issues during public meetings, hearings and workshops. Ability to establish and maintain cooperative working relationships with local, state and federal representatives. Ability to analyze land use planning problems, situations, practices and procedures and formulate logical and objective conclusions. Ability to plan and coordinate conferences, workshops and meetings for state, local, federal and public interest groups relating to land use planning. Ability to write legal documents such as zoning and land division ordinances that are internally consistent, fulfill statutory requirements and are adoptable by local government. Ability to discuss a variety of job related topics on short or no notice.

MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of graphic presentation methods and materials. Knowledge of the goals and responsibilities of federal land managing agencies and methods utilized to manage federal lands. Knowledge of drafting methods and techniques. General knowledge of land use planning and zoning principles and practices. Knowledge of statistics. Working knowledge of research methods.

Ability to make oral presentations. Ability to anticipate changes in land use demands, needs and trends. Ability to project demographic changes based on current factors, historic trends, available resources and social and physical constraints. Ability to establish and maintain cooperative working relationships with local, state and federal officials and representatives. Ability to work independently and follow through on assignments with minimal direction. Ability to organize meetings and projects. Ability to adapt to frequent changes in the work load. Ability to write concise, logical, grammatically correct correspondence and reports. Ability to read and interpret maps, identify site boundaries, read legal descriptions. Ability to identify resources for sources of information and compile data pertinent to land use planning. Ability to read and interpret technical land use planning information. Ability to make public presentations.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>6.711</u> 10/1/74	<u>6.716</u> 10/1/74
REVISED:	7/1/93P	7/1/93P
	8/31/92PC	8/31/92PC